At home in the Twin Atria

Alberta
TRANSPORTATION
AND UTILITIES

Contents

Introduction 1
How to find your way 2
If you need to leave in a hurry 2
After-hours entry 2
Just look around 2
Something for everyone 3
Be good to your space 3
When you require medical help 3
Getting that mail out 3
Save money and make friends 3
Looking for a place to meet? 4
Relax and take a bus 5
Daycares and banks 6
Twin Atria parking ..... back cover

CANADIANA
C2
SEP - 7 1988

Welcome to the Twin Atria Building

I would like to welcome you to the Twin Atria, the home of Alberta Transportation and Utilities in Edmonton.

A great amount of effort went into the planning, design and construction of this building but it may be a little confusing to newcomers to the premises.

This brochure will help you get oriented and, it is hoped, will provide you with the key information needed for a happy settling in.

Harvey M. Alton
Deputy Minister

How to find your way

Directories are located at the main entrance of the building and on each floor at elevator lobbies and stairwells. There are also colour-coded directional banners for each floor indicating specific branches.

If you need to leave in a hurry

Walk, don't run. And don't panic. In case of emergency evacuation, leave the building by the easiest route.

Fire drills are held to ensure that everyone is aware of emergency exits and of proper procedures to follow when evacuating the building. However, employees should identify the closest emergency exit beforehand as part of their own personal safety effort.

After hours entry

The building is normally open Monday through Friday from 6:30 a.m. to 6 p.m.

To gain entry outside hours, employees should go to the building's southeast entrance where a commissionaire is on duty Monday through Friday, 4 p.m. to 12 midnight; Saturdays, 8 a.m. to 4 p.m.; and Sundays and statutory holidays, 9 a.m. to 5 p.m.

Employees must also exit by the southeast portal and be out of the building within the time frame mentioned.

Access to the fourth floor will require leaving the elevator on the third floor and taking the stairs up. The main elevators are locked after hours to prevent entrance to the department's offices from the other wing.

Identification cards are necessary to gain access after hours and are available through branch heads.

Just look around

Take a drive around the Twin Atria and you'll discover an amazing selection of stores, shopping centres, restaurants, fast food locations, professional and other services to accommodate your every need.

There are at least 11 fine restaurants plus dozens of fast food alternatives. All are within reasonable driving or walking distance of the Twin Atria.

Shopping is easy because there are three major shopping centres — Capilano, Parkway Village, Bonnie Doon — just minutes away. There's also a big Canadian Tire store right next door.

The three malls make six department stores available to you plus at least 185 other retail stores and services. Many more are found in strip shopping areas in between.

Something for everyone

Perogies, crepes, quiche, and teriyaki steaks are just a few of the specialty foods available in the Twin Atria cafeteria.

Located in Atrium 2, the cafeteria is open from 7 a.m. to 4 p.m. and offers a complete selection of foods and beverages as well as a good salad bar and deli short-order section.

Be good to your space

Trees, shrubs and other tropical greenery amid the office furnishings have created an attractive work setting. Help retain the office space this way by keeping your work area tidy. And it wouldn't hurt to occasionally water the plants. Consideration for your space will motivate others to follow your example making the Twin Atria an attractive and pleasant place to work for years to come.

When you require medical help

All employees should make an effort to know the location of the first aid room and the first aid officer in their area. The first aid room is situated in the northeast corner of the building.

First aid officers and telephone numbers are posted on placards in the vicinity of each floor's washrooms.

For further information call Occupational Health & Safety at 427-0746.

Getting that mail out

Mail pickups are scheduled four times a day — at 8:30 a.m. and 10:20 a.m. and at 1:30 p.m. and 3:30 p.m. Mail will be delivered to your area at the same times as pickups are made.

If it is urgent to get your mail out on a particular day, make sure it's in the mail room by 2:15 p.m. to guarantee it leaving the building that day.

The courier comes once daily at 2:35 p.m. and all outgoing mail leaves at 2:30 p.m.

Postal address:
Alberta Transportation and Utilities
Twin Atria Building
4999 - 98th Avenue
Edmonton, Alberta
T6B 2X3

Save money and make friends

RideShare is a car-pooling system designed to make getting to and from work easy and convenient while, perhaps, helping you to make new friends.

If you're not participating in the program but are interested, please call the Ride Share Program Co-ordinator.

Looking for a place to meet?

The Twin Atria Building has numerous conference and meeting rooms available for staff use. These rooms are assigned to various branches for booking purposes only and, therefore, are available to anyone.

To book a room, call one of the numbers listed according to the size of room you require and make a reservation with the contact person.

The contact person can also tell you what meeting room amenities are available, for example, flip chart, projector screen, etc.

A detailed meeting room register, complete with contact names, and an A-V equipment catalogue, are available from the Human Resources Branch.

First Floor - Atrium One

1	Conference/Training Room, 60-seat capacity	427-1889
3	Closed atrium rooms, 12-seat capacity	427-3132 427-7674 426-4575

Second Floor - Atrium One

2	Open atrium rooms, 12-seat capacity	427-5999 427-3127
1	Closed atrium room, 12-seat capacity	427-7396
1	Closed internal room, 20-seat capacity	427-7647

Third Floor - Atrium One

2	Open atrium rooms, 12-seat capacity	427-6880
3	Closed atrium rooms, 12-seat capacity	427-8310 427-2091 427-8690
1	Closed internal room, 18-seat capacity	427-2091

Fourth Floor - Atrium One

2	Closed internal rooms, 8-seat capacity	427-3102
1	Closed internal room, 18-seat capacity	427-3102

Fourth Floor - Atrium Two

1	Closed internal room, 10-seat capacity	427-3101
1	Open internal room, 8-seat capacity	427-7073
1	Closed atrium room, 8-seat capacity	427-7073

Relax and take a bus

Edmonton Transit provides bus service from various parts of the city to Capilano Mall, which is just a few metres away from the Twin Atria Building.

Bus route brochures and route information are available free from Edmonton Transit.

Services are under continuous review and subject to change. For updated information, call 421-4636.

Buses serving the area

- Buses numbered 55, 51, 93, 50 and 12 offer regular transit service to the Capilano area.
- Buses 92 and 152 serve the Capilano area during peak hours only.
- Bus number 55 is the only regularly scheduled bus to serve the Twin Atria area directly.
- There are several points where you can transfer onto a 55 bus on its route from the CN Tower, over the Low Level Bridge, up Connors Rd., 90 Ave., 58 and 57 Streets.
- Main transfer points are at 83 St. and 90 Ave. from buses 8, 45, 65, 67 and 93;
  or, at 79 St. and 90 Ave. from buses 8, 43 or 93;
  or at 90 Ave. and Ottewell Rd. from bus 93.
- Check your "Transit Guide" for complete information regarding other bus routes to Capilano.

Ask Edmonton Transit for a "Route Brochure" corresponding to the bus route you will take to reach the Twin Atria. With the brochure's help you will be able to plan your travel time and reduce tedious and unnecessary waiting at bus stops. Each brochure supplies a schedule of arrival and departure times at key points along the route.

Daycares in the area include:

Avonmore Children's World	#22, 7340 - 78 Street
Capilano Day Care & Nursery	4922 - 98 Avenue
Primrose Place	8455 - 101 Avenue
Ding Dong Bell Day Care Ltd.	7246B - 101 Avenue
Fulton Child Care Centre	5910 - 103 Avenue
Gold Bar Day Care	16, 10524 - 46 Street
Ottewell Day Care	5708 - 97A Avenue
Ottewell Day Care & After School Care	5825 - 93A Avenue
Town & Country Child Care Centre	5204 - 101 Avenue 5540 - 106 Avenue
Waverley Day Care	6825 - 89 Avenue

Banks in the area include:

Toronto Dominion Bank	Capilano Mall
Canada Trust	Capilano Mall
Capital City Savings & Credit Union	Capilano Mall
Canadian Imperial Bank of Commerce	6111 - 101 Avenue
Bank of Montreal	5024 - 106 Avenue (Gold Bar Shopping Centre)
Bank of Nova Scotia	6214 - 90 Avenue (Ottewell Shopping Centre)
Royal Bank	10104 - 79 Street

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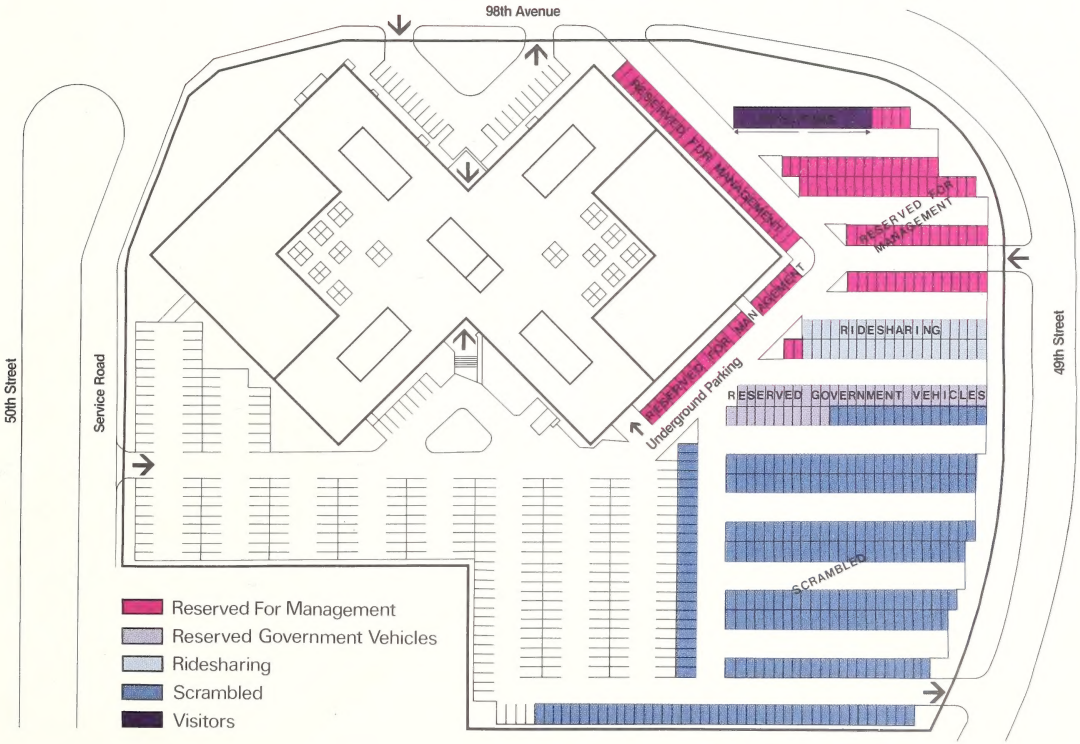
Twin Atria Parking



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